

2090

AGREEMENT
BETWEEN THE
MONTVALE SECRETARIAL ASSOCIATION
and the
BOARD OF EDUCATION OF THE BOROUGH
of
MONTVALE
COUNTY OF BERGEN, NEW JERSEY

1992 - 1994

PREAMBLE

This Agreement is entered into this first day of July 1992 by and between the Board of Education of the Borough of Montvale, County of Bergen, New Jersey hereinafter called the "Board" and Montvale Secretarial Association, hereinafter called the "Association".

WITNESSETH:

WHEREAS, both parties have a mutual obligation to negotiate with each other, pursuant to N. J. Employer/Employee Relations Act, with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement

THEREFORE, in consideration of the following mutual covenants, it is hereby agreed as follows:

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ARTICLE I**RECOGNITION**

The Board hereby recognizes the Association as the exclusive representative for the purpose of collective negotiations concerning terms and conditions of employment on behalf of secretaries, clerks and library/teacher aides in accordance with salary classifications.

Unless otherwise indicated, the term "secretaries", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the above defined negotiating unit.

ARTICLE II**NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations for a successor Agreement in accordance with New Jersey Employer/Employee Relations Act, in good faith effort to reach agreement on matters concerning the terms and conditions of employment. Such bargaining for the Successor Agreement shall begin 120 days prior to the date for voter approval of the school budget unless public law mandates a different schedule. The parties will attempt to initiate collective negotiations no later than November 15 for a successor Agreement.

Any Agreement so negotiated will be reduced to writing and submitted for ratification by both parties. If approved, it shall be signed by the Board and the Association.

During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals.

- B. The parties mutually pledge that their representatives shall have all the necessary power and authority to make proposals, consider proposals and make counterproposals during negotiations subject to ratification by the Association and approval by the Board.
- C. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, and submitted to the Board and Association for ratification. If approved, it shall be signed by the authorized representatives of the Board and the Association.
- D. Except as this Agreement shall hereinafter otherwise provide all terms and conditions of employment applicable on the effective date of the Agreement to employees covered by this Agreement, as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, nor otherwise detract from any benefit existing prior to its effective date.
- E. This Agreement shall not be modified in whole or in part by the parties except by a written instrument duly executed by both parties.

ARTICLE III**GRIEVANCE PROCEDURE****A. Definition**

A "grievance" shall mean a claim by a secretary(ies) or the Association that there has been to the employee(s) a personal loss, injury or inconvenience arising out of an alleged violation, misinterpretation or inequitable application of board policies applicable to the MSA, the Agreement, or administrative decisions affecting terms and conditions of employment. The term "grievance" and the procedure thereto shall not be deemed applicable in matters where the Board does not have the authority to act or in matters where a method of review is prescribed by law or regulation of the State Board of Education.

A grievance, to be considered under this procedure, must be initiated by the secretary within thirty (30) calendar days of the time of its occurrence.

This procedure shall not be applicable in the failure or refusal of the Board to renew the contract of a non-tenured secretary.

B. Purpose

The purpose of this procedure is to secure a resolution to the grievance at the lowest possible level. Both parties agree that these proceedings shall be kept confidential.

C. Procedure

It is understood that the Secretary shall continue to observe all assignments, rules and regulations until such grievance shall be fully determined. It is important that grievances be processed as rapidly as possible. The days at each level should be considered as maximum and both parties should make every effort to expedite the process.

Failure at any step within the procedure to communicate the decision within the time limits shall permit the aggrieved to proceed to the next step.

Failure at any step of the grievance procedure to appeal to the next step within the time limits shall be deemed to be acceptance of the decision rendered at that step. However, an extension of time limits shall be granted by mutual written consent of both parties.

Procedure shall be strictly adhered to. Failure to follow procedure shall be deemed sufficient reason to deny a grievance and no arbitrator may consider a grievance on substantive grounds when procedure has not been followed.

Any grievance shall be filed on the standard district grievance form.

Level I

Any secretary who has a grievance shall within twenty (20) school days discuss it first with the employee's principal or immediate supervisor in an attempt to resolve the matter informally at this level. If the discussion does not result in a solution of the grievance, the secretary shall sign the standard grievance form.

ARTICLE III--GRIEVANCE PROCEDURE (Cont.)**Level II**

- a. If the grievance is not resolved at Level I to the satisfaction of the secretary within the maximum period of ten [10] school days, the grievance shall be submitted in writing to the employee's principal or immediate supervisor specifying:
 1. The nature of the grievance by identifying the Board policy, the article of the Agreement alleged to be violated or the administrative decision.
 2. Relief sought.
- b. The supervisor shall communicate the decision in writing with the reasons within ten [10] school days.

Level III

- a. If the grievance is not resolved to the satisfaction of the secretary at Level II, the secretary may appeal the supervisor's decision to the Superintendent of Schools within a maximum of ten [10] school days. This appeal must be in writing, must recite the original grievance and the secretary's reasons for dissatisfaction with the decision rendered.
- b. The Superintendent shall attempt to resolve this matter as quickly as possible within a period not to exceed ten [10] school days. The Superintendent, within this same period of time, shall communicate his decision in writing with reasons to both secretary and supervisor.

Level IV

- a. If the grievance is not resolved to the satisfaction of the secretary at Level III, the secretary may request a review by the Board of Education within a maximum period of ten [10] school days after receiving the Superintendent's decision.
- b. The Board, or a quorum thereof, shall review the grievance and at the request of the grievant or the request of the Board hold a hearing with the secretary within thirty [30] calendar days of receipt of the grievance by the Board. The Board shall not be required to render a written decision in less than fifteen [15] calendar days following the hearing.
- c. No claim by a secretary shall constitute a grievable matter beyond Level IV unless it pertains to the violation, misinterpretation, or misapplication of the terms of this Agreement.

Level V

If a secretary is dissatisfied with the Level IV decision of the Board of Education, the Association may request the appointment of an arbitrator except as noted in the grievance definition and Scope of Arbitrability.

ARTICLE III - GRIEVANCE PROCEDURE (Cont.)**Level V (Cont.)**

- a. The request will be made to the New Jersey Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. Both parties shall then be bound by the rules of the New Jersey Public Employment Relations Commission. Said request shall be made within twenty [20] calendar days of receipt of the Board's response or the expiration of the Board's thirty [30] calendar days.
- b. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to nor subtract anything from the Agreement between the parties. The decision of the arbitrator shall be binding. Only the Board and aggrieved and the employee's representatives shall be given copies of the arbitrator's award.
- c. **Costs**
 1. Each party will bear its own costs.
 2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties. Such costs will be shared equally.
 3. If time is lost by any secretary due to proceedings with the arbitrator (re: hearing(s) necessitating the retention of a substitute) the secretary shall suffer no loss in pay or leave benefits.

SCOPE OF ARBITRABILITY

Binding arbitration under grievances shall not include:

1. Board Policy and administrative decisions.
2. Any action dealing with the tenure rights of a secretary.

In the above instances, the proceedings shall be under the provisions of Title 18A and any proceedings with reference thereto shall be before the Commissioner of Education and no arbitrator shall have any authority to act in such matters.

The above clause shall not be deemed to be a waiver of secretaries' Constitutional protections.

ARTICLE IV**BOARD RIGHTS**

- A. The Board retains and reserves unto itself, without limitations, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the Constitution of the State of New Jersey and the United States, by the decisions of the courts of the United States and of the State of New Jersey, subject to the terms of this Agreement.
- B. It is understood by all parties that the Board of Education is forbidden to waive any rights or powers granted it by law.

ARTICLE V**SECRETARIES' RIGHTS**

The Board agrees that it will not deprive or coerce any secretary in the exercise of any rights granted to them under Chapter 303, Public Law of 1968 as amended by Chapter 123 Public Laws of 1974, or any other laws of the State of New Jersey or by virtue of any rulings or regulations of the State Board of Education or any rights granted to them under the Constitution of the State of New Jersey or under the Constitution of the United States.

ARTICLE VI**OFFICE EMPLOYMENT CALENDAR****A. Holidays**

Holidays will be in accordance with the secretary's appropriate salary column classification as designated on the Board approved calendar pertaining to office employment. The Association may submit an office employment calendar to the Superintendent of Schools prior to March 1 for consideration before the administration proposes calendar for Board action.

All Montvale Secretarial Association members shall work the Board approved calendar. However, Classification I secretaries shall work up to a maximum nine [9] additional days during the regular school year September 1 through June 30. Summer hours for secretaries shall begin on July 1 for Classifications I and II.

Office Employment calendar shall apply to ten [10] month employees with the exception of Independence Day and Labor Day. Effective 1982-83 Library/Teacher Aides shall be granted five [5] paid holidays annually: Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day. Payment for these five [5] holidays shall be included in the final paycheck annually.

B. Snow Days

All members of the Montvale Secretarial Association shall make every effort to report to work unless called and told not to report by the Superintendent or his designate. However, secretaries shall not be required to report to work earlier than one [1] hour after their normal starting time if school should be closed.

C. Emergencies

Absence due to weather conditions so extreme that a secretary is unable to get to school shall be referred with recommendations by the Superintendent to the Board of Education for decision. However, the secretary shall make every effort to report to school as improved conditions will permit.

ARTICLE VII**VACATIONS****A. Columns I, II and IV [Vacation Entitlement]**

Secretaries employed* for twelve [12] months in any fiscal year are to have four weeks [20 working days] vacation with pay at a time agreed upon with the immediate supervisor and approved by the Superintendent of Schools.

B. Columns IIA, IIB, and III [Vacation Entitlement]

Secretaries employed* for twelve [12] months in any fiscal year are to have three [3] weeks [15 working days] vacation with pay, at a time agreed upon with the immediate supervisor and approved by the Superintendent of Schools.

C. Secretaries employed* for less than twelve [12] months in any fiscal year, will have vacation entitlement pro-rated as follows:

- . 3 week vacation secretaries - 1.25 days per month
- 4 week vacation secretaries - 1.67 days per month

It is understood that vacation entitlement does not accrue during unpaid leaves of absence.

See ARTICLE IX - SALARIES A. for information regarding salary check distribution and vacation scheduling procedures.

*For purposes of this article the word "employed" shall be defined as days worked. Entitled sick leave days taken shall be considered as days worked.

ARTICLE VIII**WORK HOURS****A. Regular Working Day**

A "regular" working day for full time secretaries consists of seven [7] hours exclusive of one [1] hour lunch period. A "regular" working week is thirty-five [35] hours in length.

Such hours will be in force except:

1. As otherwise specified under salary contract and/or column placement on salary guide, or by office employment calendar.
2. As may otherwise by duly approved Board action, reduce the applicable number of hours in one or more regular working days.

B. Placement on Salary Guide

Employees under Classification I and Classification II, shall work five [5] hour days [instead of seven [7] hour days] beginning July 1 and up to but not including the Tuesday following Labor Day. The number of summer weeks [July 1 - Labor Day] minus the number of weeks vacation, multiplied by one [1] day per week equals the maximum number of seven [7] hour work days per secretary available at the discretion of the administration.

Classification I secretaries will work forty-two [42] "W" day hours as specified on the office employment calendar.

If in the Business Office the summer work calendar requires hours beyond 80, up to a maximum of 87, the Board Secretary/SBA shall submit a recommendation to the Superintendent of Schools for consideration. Such additional hours shall be compensated at the individual's current hourly rate.

C. Overtime

1. Advanced approval for overtime must be obtained from the secretary's immediate supervisor with final approval from the Superintendent of Schools.
2. Overtime in excess of a forty [40] hour work week will be reimbursed at the rate of one and one-half [1 1/2] times regular hourly wage.
3. Overtime pay will be paid against a properly completed voucher submitted to the Superintendent of Schools for payment authorization.

ARTICLE IX**SALARIES**

- A. The salaries of all secretaries covered by the Agreement are set forth in Appendix "A" which is made a part hereof. [See Salary Guide, Appendix "B".] Secretaries employed on a twelve [12] month basis shall be paid in twenty-four [24] semi-monthly installments.

Salary checks shall be issued each month on the fifteenth [15th] and the last day of the month to all contractual secretaries except that distribution of payroll checks will be made at the close of the work day of the 30th day of the month in those months which have 31 days.

Salary checks are due on these days and, when such days fall on Saturday or Sunday, will be issued on the preceding Friday. When such days fall during a vacation period, checks will be issued the last day of work prior to the vacation period.

- B. Tenured secretaries shall receive an annual "Notice of Salary." Contracts for non-tenured members shall include notification of salary.
- C. A Request for a Vacation Schedule will be submitted to the secretaries by April 1 by the Superintendent of Schools. Vacations will be approved by May 15, and submitted to the Business Office on or before June 1 by the Office of the Superintendent of Schools.
- D. If no Agreement is reached by the end of this contract, no salary adjustment will be made until a new Agreement is reached, said salaries will be retroactive to July 1.

ARTICLE X**SICK LEAVE****A. Illness**

1. As of the first day of the work year [July 1], all secretaries employed twelve [12] months are entitled to twelve [12] personal sick leave days whether or not they report for duty on that date. Unused sick leave days will be credited for additional days beyond the regular twelve [12] days for any one year. Leave for personal illness is defined as absence due to the physical inability of the secretary to carry out the employee's normally assigned duties. The interpretation as to whether or not the secretary is ill enough to be absent may be questioned at any time by the superintendent, building principal or immediate supervisor. A doctor's certificate may be requested by the superintendent at any time, if in his judgment, one is needed to properly document sick leave.
2. A statement listing the total amount of cumulative unused sick leave credited is to be submitted to the secretary at the end of each school year by the Office of the Superintendent of Schools.
3. Should special circumstances require additional days beyond the annual or accumulated annual sick leave, the Superintendent shall refer the request to the Board of Education for action.

B. Illness In The Family

Three [3] days absence will be granted with pay for absence because of illness in family, specifically, parent, parent-in-law, spouse, children, brother, sister, or grandparent, which the attending physician considers sufficiently serious to require the staff member's presence at the bedside. A doctor's certificate may be requested by the Superintendent if, in his opinion, one is needed to document said leave.

- C. Any request for temporary leave of absence not covered by the foregoing shall be applied for in writing and reviewed by the Superintendent and the Board of Education for decision.

D. Payment For Unused Sick Leave

1. After 10 years of service in Montvale and eligible to retire under PERS.
2. Accumulated sick leave in excess of 100 days up to a maximum of 100 days shall be compensated at the rate of \$37.00 per day in 1992-93 and \$39.00 per day in 1993-94.
3. To be eligible, written notice of intent to retire must be given no later than December 15 of each year of this Agreement for retirement at the end of the respective school year.

ARTICLE XI**TEMPORARY LEAVE OF ABSENCE**

The secretarial staff will be entitled to the following nonaccumulative leaves of absence with full pay:

1. **Religious Holidays** - As listed by the Montvale Schools Calendar in force.
2. **Bereavement** - In the "immediate" family, five [5] days. Definition of "immediate" family will mean parent, spouse, children, brother or sister. Three [3] days for parent-in-law, grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt or uncle. One [1] day for first cousin not residing with the staff member; three [3] days if living with the staff member.
3. **Personal Business Days** - Two [2] Days
 - a. The written request for a personal business day must be submitted to the immediate supervisor for concurrence one calendar week prior to the day that is requested. The request is to be submitted immediately to the Superintendent of Schools or his designate for disposition.

If in the event of an emergency a personal day is requested less than one calendar week prior to such day, a reason must be given, and the request is subject to the superintendent's approval.
 - b. Personal business days may not be granted on work days immediately preceding or following scheduled holidays. However, the superintendent may approve the use of a personal business day entitlement immediately preceding or following a school holiday for documented reasons. The decision of the Superintendent will be final and shall not be subject to the grievance procedure. Personal days also may not be granted at a time when the secretary's absence may seriously hinder the overall operation of the school; e.g., opening day, closing day, examination days, evaluation days, etc.

ARTICLE XII**EXTENDED LEAVES OF ABSENCE****A. Military Leave**

Military leave without pay will be granted to any secretary who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment. The period of armed forces service will not count toward tenure; however, service in the school system preceding induction or initial enlistment will be credited toward the secretary's status upon the secretary's return to the system.

B. Critical Illness

A leave of absence without pay for up to one [1] year will be granted for the purpose of caring for a critically ill member of the secretary's immediate family. Immediate family shall mean parent, spouse, children, brother, or sister residing with the staff member.

C. Child Rearing

Child Rearing leaves can be initiated on September 1 or February 1 and may extend for a year providing they do not extend into a subsequent school year. Child Rearing Leaves initiated on September 1 will be granted for a minimum of five [5] months and up to a maximum of one [1] school year. Leaves commencing on February 1 will be for a period of five [5] months.

D. Benefits

All benefits to which a secretary was entitled at the time of the secretary's leave of absence commenced, including unused accumulated sick leave, shall be restored to the secretary upon the secretary's return. The secretary shall be reassigned to the same position held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

E. Extensions And Renewals

All extensions or renewals of leaves shall be applied for in writing to the Board of Education and a written response shall be given by the Board to the secretary.

F. Notification To Board

Persons granted leaves under provision of this Article shall be required to notify the Board no later than three [3] months prior to termination of said leaves of their intention to renew employment.

ARTICLE XIII

WORKSHOPS/COURSES

Members of the secretarial staff who participate in workshops/courses at the request of and upon the approval of the Superintendent or Board Secretary/School Business Administrator, shall be fully reimbursed toward the cost of tuition. Mileage expenses shall be reimbursed at the Board of Education rate currently in effect.

The Board will allow for credits which have been earned in the past three [3] years at an institution authorized by the New Jersey Association of Educational Secretaries as part of its Professional Development Program to offer such courses.

*Credits earned in the New Jersey Association of Educational Secretaries Professional Development Program will be recognized for salary differential according to the following schedule:

1.	6 credits	\$212
2.	12 credits	\$263
3.	24 credits	\$375

Satisfactory completion of approved courses of secretaries will be verified by the Superintendent of Schools. Official transcripts will be used for this purpose.

Any course credits received by a secretary for salary differential, shall be accepted through the completion date of the fall semester and salary appropriately adjusted.

In order to advance in Professional Development level effective September 1, appropriate certification must be provided to show completion of the course occurred prior to September 1.

Any approved course completed after September 1, or upon completion of the fall semester which would cause salary differential payment, such salary differential payment shall be effective February 1, and retroactive to February 1, if applicable.

Tuition payments are authorized up to a maximum of \$500 in any calendar year for undergraduate courses at an accredited college.

*Salary differential at the six [6] credit, twelve [12], and twenty-four [24] credit level shall be cumulative and shall be included in the base salary.

ARTICLE IV

INSURANCE PROTECTION

A. The Board of Education will pay the full premium for each secretary and, in cases where appropriate, for family-plan coverage. In the event the Board of Education changes insurance company(ies) the Board will consult with the MSA and will assure the Association there will be no loss in protection or benefits.

1. For each secretary who remains in the employ of the Board of Education for the full school year, the Board will make payment of insurance premium in order to ensure uninterrupted coverage commencing September first [1st] and ending August thirty-first [31st].
2. The Board will provide the following:

STATE HEALTH BENEFITS PLAN ENCOMPASSES

BLUE CROSS/BLE SHIELD 14/20

AND PRUDENTIAL MAJOR MEDICAL

NEW JERSEY DENTAL SERVICE PROGRAM I

The Board of Education will pay the premium in effect July 1, 1992 for secretaries and dependents. Any increases during the contract year will be paid by the Board through June 30, 1994. Any payment above the rate in effect on July 1, 1992 will be subject to negotiation in the successor Agreement.

3. Any employee working less than twenty [20] hours per week is not eligible for State Health Benefits or Dental Coverage.
4. Disability Insurance Pool - One Hundred Fifty [\$150.00] will be available per member to be utilized for disability insurance [Washington National Insurance] in 1992-93 and 1993-94.
5. The Board of Education will provide a self-insurance vision plan in which each member may be reimbursed on presentation of receipts for eye examination by an ophthalmologist, optometrist, optician or any eye care specialist establishment and/or corrective lenses/frames for up to the first \$135.00 and 50% of the next \$100.00. The Board will authorize payment within 30 days of presentation of receipts. Presentation of said receipts can be made at anytime. However, in cases involving a health related problem, the Board reserves the right to request to have the receipts submitted to the State Health Benefits Plan first and then, if rejected, the Board will reimburse as per provision of this paragraph.

ARTICLE XV**MISCELLANEOUS PROVISIONS**

If any provisions of this Agreement or any application of this Agreement to any secretary or group of secretaries is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of both of the parties at the time they negotiated or executed this Agreement.

All terms and conditions of employment not covered by this Agreement shall continue to be subject to the Board's direction and control and shall not be the subject of negotiations until the commencement of the negotiations for a successor to this Agreement.

ARTICLE XVI

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1992 through June 30, 1994 subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF the Montvale Board of Education hereto has caused this Agreement to be signed by its President, attested to by its Secretary, and its corporate seal to be placed hereon; and the Montvale Secretarial Association has hereunto set its hand this

16th day of December 1991

By Marita Spooner
Marita Spooner
President
Montvale Board of Education

By Helen M. DeGraw
Helen M. DeGraw
President
Montvale Secretarial Association

By Lynn Seigel
Lynn Seigel
Chief Negotiator
Montvale Board of Education

By Marian Latz
Marian Latz
Board Secretary/SBA
Montvale Board of Education

MSA 1992-93 SALARY GUIDE

CLASSIFICATION I	Secretary to the Principal
CLASSIFICATION II	General Secretary
CLASSIFICATION IIA	General Secretary - Business Office
CLASSIFICATION IIB	Records Clerk
CLASSIFICATION III	Bookkeeper
CLASSIFICATION IV	Clerk/Typist/Receptionist

<u>Step</u>	<u>Class I*</u>	<u>Class II</u>	<u>Class IIA**</u>	<u>Class IIB+</u>	<u>Class III++</u>	<u>Class IV</u>
1	\$20,921	\$17,780	\$18,669	\$19,375	\$21,793	\$16,635
2	21,541	18,400	19,289	19,995	22,468	17,355
3	22,209	19,068	19,957	20,663	23,195	18,131
4	22,926	19,796	20,685	21,385	23,923	18,858
5	23,718	20,571	21,477	22,177	24,645	19,650
6	24,505	21,374	22,269	22,969	25,377	20,437
7	25,297	22,166	23,055	23,756	26,110	21,229
8	26,083	22,953	23,847	24,548	26,832	22,021
9	26,875	23,745	24,634	25,334	27,554	22,807
10	27,667	24,537	25,431	26,132	28,287	23,605

All Employees On And Off Guide Will Receive An Increase Of 7.76%

LONGEVITY FACTOR

Longevity - After 11 years, 15 years and 19 years of service in Montvale, compensation will be \$380 up to a maximum of \$1,140 but not retroactive.

*Classification I	Includes resp. factor \$1,300 + 42 hours
**Classification II	Includes 80 hours
+Classification IIB	Includes resp. factor \$800 + 80 hours
++Classification III	Includes resp. factor \$1,300 + 80 hours

MSA 1993-94 SALARY GUIDE

CLASSIFICATION I	Secretary to the Principal
CLASSIFICATION II	General Secretary
CLASSIFICATION IIA	General Secretary - Business Office
CLASSIFICATION IIB	Records Clerk
CLASSIFICATION III	Bookkeeper
CLASSIFICATION IV	Clerk/Typist/Receptionist

<u>Step</u>	<u>Class I*</u>	<u>Class II</u>	<u>Class IIA**</u>	<u>Class IIB+</u>	<u>Class III++</u>	<u>Class IV</u>
1	\$21,828	\$18,458	\$19,412	\$20,169	\$22,709	\$17,129
2	22,448	19,078	20,032	20,789	23,384	17,849
3	23,114	19,743	20,697	21,454	24,108	18,622
4	23,831	20,460	21,414	22,171	24,889	19,454
5	24,600	21,241	22,946	25,669	20,235	18,965
6	25,449	22,073	23,043	23,796	26,444	21,084
7	26,293	22,935	23,894	24,646	27,230	21,929
8	27,143	23,784	24,738	25,490	28,016	22,778
9	27,987	24,628	25,588	26,340	28,791	23,628
10	28,837	25,478	26,432	27,184	29,566	24,472

All Employees On and Off Guide Will Receive An Increase Of 7.3%

LONGEVITY FACTOR

Longevity - After 11 years, 15 years and 19 years of service in Montvale, compensation will be \$380 up to a maximum of \$1,140 but not retroactive.

*Classification I	Includes resp. factor \$1,300 + 42 hours
**Classification II	Includes 80 hours
+Classification IIB	Includes resp. factor \$800 + 80 hours
++Classification III	Includes resp. factor \$1,300 + 80 hours

***LIBRARY/TEACHER AIDES - TEN MONTH EMPLOYEES**

- ARTICLE I Included in Recognition Clause
- ARTICLE II Shall apply to all ten month employees
- ARTICLE III Shall apply to all ten month employees
- ARTICLE IV Shall apply to all ten month employees
- ARTICLE V Shall apply to all ten month employees
- ARTICLE VI **OFFICE EMPLOYMENT CALENDAR**
- Shall apply with the establishment of five [5] paid holidays effective 1982-83 for: Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day. Payment for these five [5] holidays shall be included in the final paycheck annually.
- ARTICLE VII Not applicable
- ARTICLE VIII **WORK HOURS**
- Six [6] hours per day - Five [5] day week - Minimum 180 days
- ARTICLE IX
- | | | |
|------------------------|----------------|----------------|
| <u>SALARIES</u> | 1992-93 | 1993-94 |
| | \$12.92/hour | \$13.86/hour |
| | \$ 9.92/hour | \$10.64/hour |
- Compensation will be in twenty [20] equal payments with adjustments as may be necessary.
- LONGEVITY**
- 1990-91 - After 19 years of service, compensation will be \$380. An additional adjustment of \$300 will be made in recognition of the long term service of Memorial School's Library/Teacher Aide.
- 1991-92 - After 11 years, 15 years and 19 years of service in Montvale, compensation will be \$380 up to a maximum of \$1,140 but not retroactive. An additional \$460 adjustment will be made in recognition of the long term service of Memorial School's Library/Teacher Aide.
- ARTICLE X **SICK LEAVE** - Ten [10] days - all other language remains the same.
- ARTICLE XI **TEMPORARY LEAVE OF ABSENCE** - Bereavement provision shall apply. One personal business day shall apply. [Other provision of ARTICLE XI do not apply].
- ARTICLE XII Not applicable
- ARTICLE XIII Shall apply to all ten month employees
- ARTICLE XIV Shall apply to all ten month employees
- ARTICLE XV Shall apply to all ten month employees
- ARTICLE XVI Shall apply to all ten month employees

*Library/Teacher Aides shall not receive tenure

